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To: NADE Board of Directors

From: Tonya M Scott

Date: August 31, 2015

Subject: NADE Old Board Meeting Minutes, Portland, Oregon

August 9, 2015

NADE President, Jeff Price, called the meeting to order.

Present: Jeff Price, Sharon Summers, Jennifer Nottingham, Tonya Scott, Julie Kujath, Janet Geeslin, Kimberly Underwood, Betsy Slease, Debi Chowdhury, Meggen Gladue, Jennifer Pounds, Thomas Gautier, Donnie Hayes, Korin Gary, and Todd Deshong.

Absent: Dean Crawford

Recognitions of Guests:

Martha Carter – Retiree (Alabama)

Melissa Williamson – Alabama

Malcom Stoughtenbourough - Oklahoma

Acceptance of Proxies:

Dean Crawford, Southwest Regional Director assigned his proxy to Jennifer Pounds

Debi Chowdhury, Northeast Regional Director assigned her proxy to Donnie Hayes, due to having to excuse herself from the meeting early.

Review of the Agenda, Additions, Deletions, Approval:

The agenda was reviewed, new line items were added; motion was made to approve the agenda, with new additions; motion passed.

Minutes of Previous Meeting:

A motion was made to dismiss the review of the previous meeting minutes; motion passed.

Training for Board Members on Parliamentary Procedure:

Todd Deshong, NADE Constitution & Bylaws Chairperson, conducted training. Roberts Rules of Order Handouts were emailed to all board members for review before the meeting.

Review of Reports:

Reports were submitted to the board in advance to be reviewed. Jeff Price allowed all to comment/add additional information to the reports submitted.

Executive Officer Reports: Jennifer Nottingham motioned to waive the reading of the reports and accept the reports as written. Julie Kujath second; motion carried. There was no discussion.

Regional Directors’ Reports: Julie Kujath motioned to waive the reading of the reports and accept the reports as written. Jennifer Pounds second; motion carried. There was no discussion.

Council of Chapter President Chairperson Report: Jennifer Nottingham motioned to waive the reading of the report and accept the report as written. Donnie Hayes second; motion carried. There was no discussion.

Appointed Directors’ Reports: Julie Kujath motioned to waive the reading of the reports and accept the reports as written. Meggan Gladue second; motion carried. There was no discussion.

Committee Reports: Julie Kujath motioned to waive the reading of the reports and accept the reports as written. Meggen Gladue second; motion carried. There was no discussion.

Old Business:

1. Tax Status – Set Date For Final Tax Filing: There are still chapters that have not filed for final tax filing. It has been over a year since chapters were asked to comply. The board discussed how to proceed with this matter. After much discussion, a deadline target date of January 1, 2016 is the cutoff date to complete the process. Julie Kujath will coordinate the process with states/chapters.
2. Status of NADE Chapters Delinquent on Filing For Incorporation: There are still several chapter that have not completed the process. Due to issues with some parent agencies, some chapters are not able to comply with the new tax status requirements. Julie Kujath will assist in coordinating how these chapters will be included after NADE completes its 501c (3) tax filing.
3. Conference Mobile Application: This item was removed for discussion. The requested research regarding the application was not completed.
4. Status of Chapter Services Handbook Revisions: This was taken care of at mid-year. All changes were made and posted to the NADE webpage.

New Business:

1. Review of New Member Packet – Potential Changes: Janet Geeslin solicited additional information regarding present information sent to new members regarding NADE. Various information was shared regarding this matter, such as printing information, contacting potential new members. Donnie Hayes, Janet Geeslin, and Melissa Williamson will work on New Member Packet.
2. Recommendation from Awards Committee – Change in the process for advance notification for NADE award winners: It was suggested that no advance notification be made. The NADE Board approved this recommendation.
3. Recommendation from Professional Development Committee – Clarify the timeframe in which certification is to be completed: The timeframe for initial certification should be 5-years and 3-years for re-certification. The NADE Board approved this recommendation.
4. Recommendations from Strategic Planning Committee – Recommends the following changes: the removal of all references to the NADE Historian, as that position has been abolished. The tasks previously assigned to that position are now to be handled primarily by the Secretary. The NADE Board approved this recommendation.
5. Proposal to survey NADE chapters regarding funding for the membership dues: Korin Gary proposed utilizing surveys for the solicitation of feedback pertaining to funding for membership dues. All questions/results would be approved by the NADE president before being published. Korin will proceed with survey process.
6. Super T – Request was solicited for donations towards providing assistance for the child of Mississippi NADE member. The CCP will forward the information to the chapters to share the information with their members. The Mississippi chapter will be selling t-shirts to raise funds. If anyone wants to sup orders, Debi Chowdhury will be the contact person.
7. NADE Website Bids – NADE solicited for bids to create a new NADE website. There were two bids submitted: 1)Underwood Creative and 2) Dave Smelser. The board thoroughly reviewed and discussed both bids in detail. After much discussion, Julie Kujath motion to accept the bid from Underwood Creative, Jennifer Nottingham seconded. The vote was 8-yes and 6-no’s. Majority ruled. Motion passed.

Other Business:

1. SSA Acting Commissioner Carolyn Colvin – Review of Protocols: Jeff Price provided the board with information regarding proper protocol. Jeff Price also noted a change to the conference agenda. The Acting Commissioner Colvin would be addressing the conference at 9:00am on Tuesday, August 11, 2015, not 8:00am, as noted on the program.
2. NADE Membership Meeting – Review of Agenda and Protocols: The Executive officers will be on stage. The reading of the board members reports and the committee reports would resume.
3. With regard to the Presidents’ reception Sunday evening, Jeff noted that, in addition to the current president, all past presidents and the president-elect would be among the honorees and should be in attendance. Please arrive early.

Review of Action Items:

* The target date to have tax incorporation for status completed is January 1, 2016. Julie Kujath will coordinate with the chapters.

There was no business tabled for the New Board Meeting.

Jeff Price, NADE President, adjourned the meeting.

Minutes submitted 8/24/15 by: Tonya M Scott, NADE Secretary